

**Riverview Psychiatric Center
Executive Leadership Committee
Date: December 5, 2007**

COMMITTEE MEMBERS PRESENT

x	David Proffitt, Superintendent		Lauret Crommett, Director of Nursing
x	William Nelson, Medical Director	x	Angie Newhouse, Staff Development Director
x	Jamie Morrill, Deputy Supt. Of Administrative Services	x	Holly Dixon, Peer Support Coordinator
x	Teresa Mayo, Deputy Supt. Of Programs	x	Barbara Sylvester-Pellett, Director Risk Mgmt./Safety
x	Stephanie George-Roy, Social Work Director	x	Bob Patnaude, Safety Officer
	Terry O'Neal, Admission Coordinator	x	Janet Barrett, Rehabilitation Services Director
	Colleen Cutler, Program Service Director	x	Lisa Manwaring, Program Service Director
	Barbara Mispilkin, Program Service Director		Bob Lamoreau, Program Service Director

Minute Recorder: Charlotte Lalime

Next Meeting: December 19, 2007

Minutes Approved:

Topic	Discussion	Action Plan	Person Responsible
Review of Minutes	Minutes of 11/7/ 2007 reviewed.	Approved	C. Lalime
Injuries			
Committee Reports			
Medical Executive	D. Proffitt thanked all for their outstanding work during the recent JCAHO survey - we did exceedingly well. The Surveyors were impressed with our treatment mall and the facility as a whole. D. Proffitt adds that he hopes that we all talk with staff and impress upon them that this was a collective effort.	Informational	
	Dr. Nelson reports that some of the physicians have concerns that they are the only discipline signing all 16 pgs of the treatment plan. Clients rarely sign it. B. Sylvester-Pellett states that it is a Licensing standard and she will send the	Informational	

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	standard to Dr. Nelson.		
Safety/Risk Management	No report.		
Infection Control	<p>B. Sylvester-Pellett reports that there was no Infection Control Meeting last week as the Joint Commission was conducting their survey. She adds that we need to develop a specialized risk assessment for the Act Team.</p> <p>D. Proffitt asked about the status of the Pneumonia vaccine, and if we had implemented staff vaccinations. D. Proffitt states that the vaccine is inexpensive so he sees no reason not to vaccinate all staff.</p>	<p>Informational</p> <p>B. Sylvester-Pellett will follow-up.</p>	B. Sylvester-Pellett
Clinical Leaders	<p>Recommendations from the PA trip were discussed.</p> <p>The issue of currency, commerce and clinical concerns was discussed and put forth in four statements (See attached). This basically prevents clients from selling articles on eBay.</p> <p>The issue of clients buying Christmas gifts will be discussed at the PSD meeting.</p>	<p>The Policy and Procedure Committee will discuss which policy this should be inserted into.</p> <p>Noted</p>	Policy and Procedure Committee
Budget	Jamie reported revenues continue to be slightly above projections and PS is still within budget.	Informational	
Labor Management	No issues. Hoping to interview for L. Nadeau's position this month.	Informational	
Behavioral Response Committee	Met on the 30 th . Half of the instructors have been trained in the bite, hair pull release. Hoping to complete all training by the end of the month.	ELC Agenda next time- members for response teams.	C. Lalime
Nursing Leadership	T. Cooper reports that the Department continues to work on	Informational	

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	the floors with the Primary Nursing Model. The plan is to ensure that all units are using primary nursing by January 1. No decision as yet on RN financial incentives.		
Quality Council	Will meet next week. B. Sylvester-Pellett will have a JCAHO corrective calendar ready by end of this week.	B. Sylvester-Pellett will have a JCAHO corrective calendar ready by the end of this week.	B. Sylvester-Pellett
Employee Relations	Planning for January activities.		
Policy and Procedure Committee/Policy Review	The Committee has met. The policies scheduled for review today will be deferred for two weeks.	Review at meeting in 2 weeks.	
Pharmacy and Therapeutics Committee	No report		
Staff Development	Dr. Jennings will be here this month to provide her National Workshop on "A Developmental Path to Mental Illness and Suicide.	Informational	
Standing Agenda Items			
New PIT's	Deferred.		
PIT Reports			
Staff Injuries	<p>HD – tripped on standing water from housekeeping. No cone in area of standing water.-</p> <p>CW – client punched by another client when walking onto unit with staff.</p> <p>Five staff hurt in hands on hold -</p>	<p>Will meet with Deb Proctor. Check with Jamie to see if consideration of employee performance was considered.</p> <p>Work with staff in NAPPI training.</p>	A. Newhouse

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	D. Proffitt says that the client was self-injurious. There are problems with our teaching to allow this to happen. Dr. Mayo adds that she sees Bob's role, when reviewing incidents, as role playing in order to find out how it could have been done differently to achieve a better outcome.	B. Patnaude will redo this report for our next meeting.	B. Patnaude
New Business Recommendations from PA trip	Dr. Mayo reviewed several of these recommendations with the Committee.	Continue with recommendations in two weeks.	Dr. Mayo
Human Rights Committee	<p>H. Dixon reports that the Human Rights Committee is requesting a written procedure establishing a private visiting space for clients. B. Sylvester-Pellett is tracking incident reports for any visits taking place in unauthorized areas. Clinical Leaders has been discussing this issue also.</p> <p>Clients have complained that they can see staff smoking across the street. Supervisors and NOD on evenings need to be aware of this issue. Those seen in unauthorized areas need to be confronted.</p>	<p>Have been helping staff problem solve this issue. Need to establish frequency.</p> <p>Discuss at morning meetings and clients need to confront these staff. L. Manwaring will pass this on to B. Lamoreau, C. Cutler, and B. Mispilkin.</p>	<p>Clinical Leaders</p> <p>L. Manwaring</p>
December 19 agenda: Response Team members			
Meeting adjourned at 12:00			